



STATE OF WASHINGTON

**OFFICE OF FINANCIAL MANAGEMENT**

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

September 12, 2002

**TO:** Agency Directors

**FROM:** Marty Brown, Director

**SUBJECT: 2003 SUPPLEMENTAL BUDGET SUBMITTALS**

In preparation for the 2003 Legislative Session, we are asking that agencies submit any necessary supplemental budget requests to the Office of Financial Management (OFM) by October 4. Supplemental budget requests should only address critical and emergent issues, correct technical problems in the enacted budget, or deal with shortfalls or changes in mandatory caseload or workload.

**Operating Supplemental Budget Requests**

In submitting supplemental budget requests, use the decision package format described in the 2003-05 OFM Budget Instructions, ensuring that your justification fully describes why the cost could not be absorbed within your existing budget.

Agencies should use the Budget Development System (BDS) to submit operating supplemental budgets electronically. Agencies should also send five (5) paper copies of these supplemental budget request elements:

1. The Recommendation Summary report from BDS.
2. Justification in the standard budget decision package format for each item listed on the Recommendation Summary. (The appropriate format can be found in BDS and in the OFM Operating Budget Instructions on the OFM website at <http://www.ofm.wa.gov/budinst03-05/part2/contents.htm>.)

Higher Education agencies and agencies with transportation funding should send seven (7) copies, so that policy committees can be included in the distribution to the House and Senate. Please deliver the specified number of copies to:

Dave Hoadley  
Office of Financial Management  
Budget Division  
P.O. Box 43113  
Olympia, WA 98504

### **Capital Budget Supplemental Requests**

If your agency has potential capital budget issues that need to be addressed in the 2003 Legislative Session, please contact your OFM budget analyst or Mike Roberts, Senior Budget Assistant for the Capital Budget, at (360) 902-05290 to notify them of your intent.

cc:     Agency Budget Officers  
          Agency Capital Budget Officers  
          Jeff Doyle, House Transportation Committee  
          Randy Hodgins, Senate Ways and Means Committee  
          Dave Johnson, House Appropriations Committee  
          Mike Groesch, Senate Transportation Committee  
          Victor Moore, House Appropriations Committee  
          Mike Wills, Senate Ways and Means Committee  
          Charlie Gavigan, House Capital Committee  
          David Schumacher, Senate Ways and Means Committee